THE PENGUIN
NEC’S STUDENT-RUN NEWSPAPER

Love to write? Love the Penguin? Looking for a way to make a difference in the NEC community?

The Penguin is designed and written entirely by students. Penguin editors come up with themes, recruit writers, contribute content, design layout, and ensure that 8 quality issues are published each academic year. Editors (or Co-Editors) are compensated for a total of 20 hours per month ($13.50/hour). Qualifications and duties are described below:

Qualifications:

- Must commit to working for the full academic year
- Must be full-time student in good financial, disciplinary and academic standing
- Strong written and verbal communication skills with students, faculty, and staff
- Demonstrated connections within the NEC community
- Demonstrated leadership skills
- Strong time-management and organizational skills
- Demonstrated ability to adhere to strict deadlines
- Knowledge of InDesign software a plus.
  Basic training will be provided

Duties:

- Ensure publication of 8 issues per academic year
- Recruit writers
- Handle layout and design
- Edit all content with faculty editor
- Promote the Penguin through social media including Instagram, Facebook, Twitter, and websites
- Foster community through team building and outreach
- Meet regularly with faculty editor
- Distribute issues

To apply:
Email the following to suzanne.hegland@necmusic.edu:
1. The attached Application Form
2. A cover letter discussing your interest in the position
3. Your resume
4. A 500-word writing sample (if possible, choose something which reflects the style of The Penguin – i.e., avoid academic papers)
5. A letter of recommendation which address the qualifications listed above

Applications are due no later than Friday, April 16th
Interviews will be held the week of April 26th
THE PENGUIN

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Name:______________________________________________________________________

Diploma or Degree Program:_______________________ Major:_____________________

Year of Graduation: ________

Local Address:_________________________

___________________________________

E-mail:______________________________ Cell Phone:________________________

References:

A letter of recommendation is required for your application to be complete. Your recommendation should be from an individual who can address the qualifications listed in the job description. References must be emailed to Suzanne Hegland by Friday, April 16, 2021 in order for your application to be complete.

Please list your reference:

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<th>Name</th>
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I certify that all information above is true and accurate to the best of my knowledge.

____________________________________ __________________________
Applicant Signature Date

Applications are due on

Friday, April 16, 2021

Email to suzanne.hegland@necmusic.edu